

Laboratory Assessment Checklist

Environmental Health & Safety
UMASS Amherst
www.ehs.umass.edu
545-2682

Laboratory Safety Information Cards

- Emergency contact information must be current and accurate. To update door card make all corrections on the card and leave it on the door. CEMS will reissue new card.
- For further information contact Glenda Pons at 577-3631.
- CEMS office: LGRT Tower C room 125.
- www.ehs.umass.edu and follow the links to the CEMS home page.

General Safety

- **First Aid kit-** must be available to each lab and conspicuously mounted.
- **Hand washing area-** must designate one sink for washing hands, area must be stocked with soap and paper towels and clutter free at all times. Designate hand washing sinks at sink mounted eye wash stations.

Personal Protective Equipment

- **Safety Glasses-** must be worn and appropriate for task (ANSI Z87.1), safety glasses, splash goggle, face shield?
- **Lab Coats-** must be worn while working.
- **Gloves-** no latex- www.ansellpro.com
- **Clothing-** No shorts or sandals allowed in the laboratory.

General Safety

- No eating or drinking in the laboratory.
- Ice machines, microwaves and refrigerators are for lab use only.
- **Electrical and Extension cords-** must not be frayed and in good condition, extension cords are for temporary use only. Do not remove the ground plug and must not be overloaded or “daisy chained”.

Housekeeping

- All laboratories must be maintained in a clean and orderly condition!
- Aisle ways and corridors must be free of obstruction and tripping hazards especially near drench shower and eyewash stations.
- No excess paper, cardboard or Styrofoam boxes.
- Trash bins and Glass Only boxes are dry, not overfilled, properly assembled and do not contain any hazardous materials.

Hazardous Waste Management

- There are six key components to hazardous waste compliance:
- **Containers** – The hazardous waste container must be compatible with its contents and suitable for transport. The cap must always be in place except when actively filling the container.
- **Labeling Requirements**- Each container should be clearly labeled with a hazardous waste label using the full chemical name(s), (e.g., Acetone, Toluene) and the inherent hazards associated with the waste (e.g. ignitable, toxic, ect.).

Hazardous Waste

- **Secondary Containment-** All hazardous waste containers must be stored in secondary containment; EHS provides gray trays free of charge. EHS secondary containment trays must only be used for hazardous waste, items found in the secondary containment tray that are not hazardous waste will be considered hazardous waste by a federal inspector.

Hazardous Waste

- **Weekly Inspection-** All hazardous waste accumulation areas must be inspected for leaking containers, that the containers are in good condition and that all full containers have been submitted for waste pickup. Documentation of the inspection must be recorded on the **Hazardous Waste Accumulation Area Weekly Inspection Checklist** by initialing and dating (MM/DD/YY format) the inspection. Please post this checklist in a conspicuous place (this is the first thing a federal inspector looks for).

Hazardous Waste

- **Multiple Containers-** No multiple containers per same waste stream; regulations permit one full container and one working container.
- **Submitting Full Containers for Waste Pickup-** All full hazardous waste containers must be submitted for waste pickup. Waste pickup requests can be submitted online at www.ehs.umass.edu.

Compressed Gas Cylinders

- Cylinders must be secured with straps or chains and must not be excessively ganged.
- Cylinders must be labeled have the protective cap in place when not in use or in transport and must not obstruct an aisle way or create an trip hazard.
- Move cylinders only by a specifically designed cylinder cart.
- Use proper PPE when handling cryogenic liquids.
- For more safety information: www.cganet.com